



**CORONAVIRUS AID, RELIEF, AND ECONOMIC
SECURITY (CARES) ACT**

**COMMUNITY DEVELOPMENT BLOCK GRANT
COVID-19 (CDBG-CV3)**

PUBLIC SERVICE

Application Guidelines

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**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY(CARES) ACT OF 2020
COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 (CDBG-CV) PROGRAM**

APPLICATION GUIDELINES

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I. INTRODUCTION

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified the City of Memphis Division of Housing and Community Development (HCD) that they will receive a formula allocation of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the COVID-19 Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

Community Partners, including, non-profit and faith-based organizations are invited to apply for CARES ACT supplemental CDBG-CV funding to address the prevention of, preparation for, and response to COVID19 related needs.

All applications that meet the City's immediate community needs, a HUD National Objective, Eligible Activity, **AND** prevent, prepare for, or respond to the Coronavirus will be reviewed.

Project applications must include eligible activities and must also meet the goals and objectives outlined by HUD and be in direct response to COVID-19.

Funds may be used for a wide range of activities that must be associated with COVID-19; additional information regarding eligible activities is included in these guidelines.

HUD has provided maximum flexibility for the use of CDBG-CV3 funding by eliminating the typical CDBG percentage caps for which the amount of grant funds can be used. Therefore, funding may be utilized fully for public services related projects. Eligible CDBG-CV3 projects must be within the City of Memphis limits.

Public Service Grants (PSG) through CDBG-CV3 will be subject to oversight, reporting, and requirements that each applicant have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

II. GOALS AND OBJECTIVES

A. Federal CDBG-CV Objective

Title I of the Housing and Community Development Act of 1974, as amended, states that: **The primary objective of Title 1 (of the Act) is to promote “development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.”** The Code of Federal Regulations, 24 CFR 570 Subparts A through O, govern how this objective is to be carried out. CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus (COVID-19).

B. Priority Objectives and Needs

The primary goal of HCD’s CDBG-CV program is to serve low to moderate income persons or urgent need in response to COVID-19 through eligible public services projects meeting a CDBG-CV national objective.

All eligible applications will be considered, but nonprofit service agencies that are providing unique services to individuals and businesses impacted by COVID19 will be prioritize.

C. Amount of Funds Available for Award

Approximately \$1.5M in CDBG-CV funds will be available for Public Service Grants for COVID19 Response Non-Profit Agencies. There is no minimum or maximum award amount, however, the average award amount is anticipated to be around \$100,000. . No grants will be awarded to governmental agencies.

III. ELIGIBILITY REQUIREMENTS

In determining if CDBG-CV funds may be used to assist a proposed project, the activity must meet four federal requirements. First, it must meet one of the CDBG-CV National Objectives; second, it must be an eligible activity in the CDBG-CV Statute; third, it must be in direct response to COVID-19; and fourth, funds may not be supplanted or available for the same activity from any other source.

A. National Objectives

The Housing and Community Development Act of 1974, as amended, established a Primary Objective and three National Objectives for the CDBG-CV programs. The Primary Objective is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.”

Funds may be used for a wide range of activities that must be associated with COVID-19 and all eligible activities must meet one of the three National Objectives:

1. Benefit low to moderate-income persons, defined as families and individuals whose household incomes do not exceed 80% of a jurisdiction's median income.
2. Aid in the prevention of slums and blight, or
3. Meet an urgent need by addressing conditions that pose a serious and immediate threat to the health and safety of residents.

Objective One – Low/Moderate Income

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in an area of the City or participating city, of which at least 51 percent are low- and moderate-income persons.

Area Benefit – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity service area primarily benefits low/moderate income households.

Clientele – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers. Documentation status of the presumed low- and moderate-income persons is required, e.g., for persons over the age of 62 there must be documentation of the clients age.

Jobs – The project creates or retains permanents jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Assistance to Microenterprises – The project provides technical assistance to microenterprises owned by low/moderate-income persons for job loss prevention (positions held by CDBG-CV-income eligible employees. Note: Businesses assisted must have a DUNS number and registered at www.SAM.gov.

Objective Two – Slums or Blight

This National Objective will not apply to CDGB-CV funds.

Objective Three – Urgent Need

Meets community development needs having an urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available^{*}, i.e., a major catastrophe such as a flood or earthquake.

B. Eligible Activities

In addition to meeting the Primary Objective and one of the National Objectives, the activity proposed for funding must qualify as an “eligible” CDBG-CV activity as listed in the Code of Federal Regulations.

24 CFR Subpart C, 570.201 Basic Eligible Activities

CDBG-CV Public Services: direct, front-line service programs to respond to community need arising from COVID-19. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. Services may include, but are not limited to:

- financial counseling to people impacted by COVID-19;
- mental health counseling to people impacted by COVID-19;
- food pantry operations;
- domestic violence case management and relocation services;
- senior services and meal delivery to homebound elders;
- meal delivery to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities;
- provide testing, diagnosis or other medical services at a fixed or mobile location;
- increase the capacity and availability of targeted health services for COVID-19 response within existing health facilities; and
- purchase of specialty equipment, supplies, or materials necessary to deliver a public service during an infectious disease pandemic.

To be eligible, services must be provided directly to verifiably low and moderate-income clients or on a drop-in basis in a predominately low and moderate-income neighborhood. Some activities may also qualify if addressing an “urgent need” directly related to the federally-declared disaster.

Current CDBG-CV Income Guidelines

HUD's guidelines must be used to determine that family/household income does not exceed the low and moderate-income limits. **Households are considered low and moderate income if the household income does not exceed the Moderate-Income Limit for the appropriate corresponding Family Size.** The income of all members of the household must be considered. Low and moderate income is defined as at or below 80% of the median income adjusted for family size for the area.

Persons in Household	1	2	3	4	5	6	7	8
Maximum Income	36,900	42,200	47,450	52,700	56,950	61,150	65,350	69,600

Public Services (24 CFR 570.201(e))

Provision of public services, including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, energy conservation, welfare, or recreational needs. In order to be eligible for CDBG-CV assistance, public services must meet **each** of the following criteria:

A public service must be either **(a) a new service**, or **(b) a quantifiable increase in the level of service** above that provided by or on behalf of the unit of general local government in the twelve calendar months prior to the submission of the statement.

C. Ineligible Activities

There are certain activities that are “ineligible” for CDBG- CV funding. The general rule is that any activity that is not authorized under the provisions of item “II” above is ineligible. The following activities may not be carried out using CDBG-CV funds, but are not limited to:

- Improving buildings or portions thereof, used for the general conduct of government, with the exception of making the buildings accessible for persons with disabilities.
- Payment of general government expenses required to carry out the regular responsibility of the unit of general local government.
- Political activities.

- Income payments are generally ineligible. Generally, Public Service funds may not be used for subsistence-type payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities.

IV. APPLICATION REVIEW PROCESS

HCD has a web-based application system for its competitive process of HUD funding. Submitted applications determined to be eligible under the regulations will be further evaluated based on the following criteria, but not limited to:

- Demonstrated organizational or community need arising from COVID-19
- Clients Served (demographic)
- Priority for Equity & Access
- Targeting Areas of Concentrated Poverty & Priority Populations
- Past Performance
- Agency Capacity and Staff Expertise for Project
- Compliance with Reporting Requirements
- Evaluation of Cost Reasonableness

V. COVID-19 RESPONSE

Funds must be used to prevent, prepare for, and respond to the coronavirus (COVID 19). See HUD quick guide to CBDG-CV activities.

VI. ADMINISTRATIVE AND FINANCIAL REQUIREMENTS

If an applicant is successful in being awarded a CDBG-CV grant, the applicant will be responsible for the following administrative and financial requirements of 2 CFR 200. This is a uniform framework to manage federal awards including cost principles, administrative and audit requirements.

All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Public Service project costs are limited. Generally, costs of labor, supplies and materials associated with public service projects are allowable, as are the operating and maintenance costs of the facility where the service is provided. The costs of equipment, motor vehicles, furnishings, and fixtures are allowable costs only if they are an integral part of the public service activity or its

administration. If an agency provides services at a site owned by another entity, they must submit a written agreement with the property owner to provide services at the site.

Agencies must comply with federal administrative requirements governing their organization and the use of funds. See 24 CFR 570.501 (b) for more detailed information. All agencies awarded grants will be required to comply with a variety of Federal requirements governing their use of Federal funds. These include but are not limited to:

- ❑ Standards for Financial Management (24 CFR 84)
- ❑ Procurement Principles (24 CFR 84)
- ❑ Monitoring and Reporting Program Performance (24 CFR 84)
- ❑ Financial Reporting (24 CFR 84)
- ❑ Cost Principles and Allowable Costs (OMB Circular A-122)
- ❑ Federal Audit Standards (OMB Circular A-133)
- ❑ Program Income (24 CFR 570.500 (a), 570.504)
- ❑ Real Property (24 CFR 570.505)
- ❑ Conflict of Interest (24 CFR 84.42 and 24 CFR 570.611)

Additionally, agencies awarded Public Services grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with other requirements.

- A. Projects receiving City funding may be excluded.** Agencies may NOT receive City-funding for more than one project or activity. No funds will be awarded to a project for a period of time already covered by another Public Service Grant. **Additionally, projects that duplicate an existing service already funded by the City will not be considered for funding.**
- B. Grant funds are for cost reimbursement.** Public Service grant funds are paid on a monthly basis to reimburse an agency for services rendered. Agencies awarded public service funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. Funds for a public facility improvement will be paid when costs have been incurred. However, these payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for major construction projects.
- C. Agencies awarded funds must agree to comply with all applicable Federal regulations.** All agencies awarded funding will be required to comply with the regulations.
- D. Federal audit requirements apply to Public Service Grants.** Each agency awarded funding may be required to submit an annual audit for their agency prepared in compliance with OMB Circular A-133 if the agency expends more than \$750,000 or more during the fiscal year in Federal funds in one year.
- E. Liability insurance is required for all Public Service Grants.** All agencies awarded grants will be required to obtain the following liability coverages:

- General liability insurance in the amount of One Million Dollars (\$2,000,000.00)

- Automobile liability insurance in the amount of Two Million Dollars (\$2,000,000.00)
- Worker's Compensation insurance for agencies with five (5) or more employees.

The City of Memphis must be named as the additional insured. The cost of the insurance may be included in the project budget.

- F. Agency financial systems must meet federal requirements.** All agencies awarded grants will be required to comply with Federal requirements in 24 CFR 84 governing their financial management systems and may be required to open their books to a representative of the City's Internal Audit Department to evaluate their financial management systems.
- G. Agency must provide an expense budget.** All agencies awarded grants will be required to submit an expense budget which must be included in the program application. **Applications with incomplete budget will be PENALIZED.**

VII. EQUAL OPPORTUNITY REGULATIONS

All proposed CDBG-CV activities are subject to the following Equal Opportunity Regulations.

A. Title VI of the Civil Rights Act of 1964. Nondiscrimination in Federally Assisted Programs.

Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. It directs each Federal department or agency which extends financial assistance to any program or activity through grants, loans, or contracts, except contracts of insurance or guaranty, to issue rules or regulations to be approved by the President to carry out the purposes of the Title. Title VI authorizes the termination of the refusal to grant or continue Federal assistance under any program or activity involving a recipient as to whom there has been an express finding on the record of failure to comply but only, after due notice, an opportunity for hearing and a determination that compliance cannot be secured by voluntary means.

B. Section 109 of the Housing and Community Development Act of 1974.

Section 109 states that "No person in the United States shall on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title."

This provision, while similar in wording to Title VI of the Civil Rights Act of 1964 is in fact a totally separate provision requiring its own specific procedures and is an

integral part of the Housing and Community Development Act. As a result, equal opportunity requirements have been interwoven into the application and performance reporting processes. The responses must be based upon the nondiscrimination provisions as well as the specific performance standards and record-keeping requirements.

Section 570.601 of the Community Development Block Grant Regulations outlines the various prohibited discriminatory actions and, more importantly, requires the amelioration of the effects of past discrimination. Discrimination is banned, inter alia, in the offering of services or facilities; treatment of individuals; utilization of criteria and methods of administration; and determination of sites or locations of housing or facilities.

C. Section 3 of the Housing and Urban Development Act of 1968

Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the activity area. And that contracts for work in connection with the activity are awarded to business concerns which are located in, or owned in substantial part by persons residing in, the area of the activity.

D. Executive Orders

1. Executive Order 11063 (November 20, 1962)

Executive Order 11063 requires all Federal departments and agencies to take all action necessary and appropriate to prevent discrimination because of race, color, creed, or national origin in the sale or rental of residential property and related facilities owned or operated by the Federal Government or provided with Federal financial assistance. The Order also prohibits discrimination in lending practices in so far as such practices relate to loans insured or guaranteed by the Federal Government.

2. Executive Orders 11246 (September 24, 1965) and 11375 (October 13, 1967)

Executive Order 11246 was issued on September 24, 1965, superseding Executive Orders 10590, 10722, 10925, 11114, and 11162 and abolishing the President's Committee on Equal Employment Opportunity. Part I of this Order prohibits discrimination in Government employment because of race, color, creed or national origin, disability, or familial status. It directs each executive department and agency to establish and maintain a positive program of equal employment opportunity for all civilian employees and applicants for employment. It authorizes the Civil Service Commission to supervise and provide leadership and guidance for the programs. The Secretary of Labor is responsible for the administration of Parts II and III of the Orders and for issuing rules and regulations relating respectively to "Nondiscrimination Provisions in Federally

Assisted Construction Contracts." On October 13, 1967, Executive Order 11375 amended Executive Order 11246 to add the prohibition of discrimination because of sex.

E. Equal Opportunity Records That Recipients and Subrecipients Must Maintain

1. Demographic data by census tract. The data shall include prevailing population characteristics relating to race, ethnic group, sex, age, head of household, and income.
2. Data showing the extent to which these categories of persons have participated in or benefited from programs and activities funded under the Community Development Block Grant Program.
3. Data which records its affirmative action in equal opportunity employment, including but not limited to employment, upgrading, demotions, transfers, recruitment or recruitment advertising, layoffs or terminations, pay or other compensation, and selection for training.
4. Data which records its good faith efforts to identify, train and or hire lower income residents of the activity area and to utilize business concerns which are located in or owned in substantial part by persons residing in the area of the activity.

VIII. SAM REGISTRATION AND ACTIVE DUNS NUMBER

To be eligible for federal funding or to carry out federal funded programs or projects, all agencies, organizations, service providers, and businesses performing work funded and to be paid with federal funds are required to register with SAM.GOV and obtain and maintain an active DUNS

Number for the duration of the program or project without exception. It's the law. Failure to do will result in funding application rejections, contract termination, and invoice rejection.

IX. CITIZEN PARTICIPATION

CDBG-CV funding will require the City to provide a substantial amendment to its 2020 Action Plan. The public comments period is reduced to no less than 5 days, grantees may use virtual public hearing when necessary for public health reasons.

X. FUNDING GUIDELINES

Applications for CDBG-CV funding are for the period after March 27, 2020. Requests for funding should be reasonable and in direct response to COVID-19.

XI. REIMBURSEMENT

The CDBG-CV program operates on a reimbursement basis. If an applicant is approved for funding and receives a fully executed Sub-Recipient Agreement (contract) and an Authorized Signature Form, a Reimbursement Request Form can then be submitted to HCD. The Reimbursement Request must contain back-up documents confirming that expenditures were for activities described in the sub recipient Agreement. Undocumented expenses will not be reimbursed.

XII. EVALUATION CRITERIA

The Evaluation Criteria was compiled using HUD regulatory requirements, and national best practices. The application review will include an assessment, prioritization, review, and an assessment by an evaluation panel as outlined in this document. If an Applicant does not meet the requirements, the application will not move forward for review.

Applications will be rated and ranked by each member of the Review Committee. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below. Each applicant should carefully read the factors for rating and ranking applications described below.

Evaluation Criteria	Maximum Points
Agency Detail, Capacity and Experience Up to 25 points will be awarded based on the extent to which the application demonstrates that the agency has sufficient capacity to carry out the project. The application must show that the staff possesses sufficient credentials and experience to carry out the proposed project. The organization must have experience serving the target population as well as a positive record implementing similar projects. Other rating factors include adequate agency fiscal capacity and organizational infrastructure to implement the project, and agency performance on previous City contracts. (Social service agencies with no construction experience should hire an	25

architect or project manager to coordinate the construction process.)	
Project Need	
Up to 15 points may be awarded based on the extent to which the application demonstrates the need for the project. It will describe the needs of the target population well and include appropriate documentation of the need for the specific project. The application will describe the demand for the services as well as how the project will meet City priorities. Additionally, the application should show that the proposed project does not unnecessarily duplicate existing programs and service.	15
Project Detail/Description	
Up to 25 points will be awarded based on the quality of the project. The application must demonstrate a clear understanding of the services to be offered as well as clear understanding of the needs of the population to be served. The proposed activities must be appropriate to the needs of the persons to be served. The project should be cost-effective and all costs should be reasonable, not deviating from the norm in Memphis. The application should clearly state expected outcomes that are acceptable. And evidence of collaboration with other existing programs should be provided when applicable as well as compliance with applicable codes and regulations.	25
Beneficial Data Tracking	
Up to 15 points may be awarded based on the extent to which the application demonstrates processes for documenting and maintaining income status of each client in compliance with HUD regulations. The collection of demographic data on the beneficiaries of the proposed project or program. (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.	15
Project Feasibility	
Up to 20 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include: <ul style="list-style-type: none"> • Clear and complete plans for implementing the project. 	20

<ul style="list-style-type: none"> • Adequate committed funding to <i>promptly</i> implement the project. • An adequate strategy for securing additional support and commitment. • Adequate number of well-trained staff to carry out the proposed project. • Indicators that demonstrate that the project is ready to be implemented. 	
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The scores for each factor will be added to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

XIII. Application Process Overview

<u>Activity</u>	<u>Estimated number of business days</u>	<u>Estimated Completion Date</u>
Application Submittal	<u>37</u>	Deadline <u>November 15, 2022</u>
Completeness Review	<u>5 days</u>	<u>November 22, 2022</u>
Scoring & Ranking Review	<u>10 days</u>	<u>December 9, 2022</u>
Preliminary Award	<u>8 days</u>	<u>December 21, 2022</u>
Contract Execution City Legal for contract drafting, contract draft to applicant for review and execution.	<u>30 days</u>	<u>February 1, 2022</u>
Total Number of Days from Application to Contract Execution	<u>90 days</u>	

PROJECT SUMMARY

Project/Program Title

Project/Program Address

Jurisdiction/Area Served

Targeted clientele (Ex. Homeless, Youth, etc.)

Project type (select one):

Project Description: Provide below a brief description of the proposed project you are applying for CDBG-CV funding to complete. Include in your description: user/client population (served, elderly, children, etc.); client/user fees and/or rents (if any) for proposed service; membership requirements (if any); other restrictions (if any, for your proposed project/activity); and how the activity directly meets the objective of preventing, preparing for and/or responding to the COVID-19 outbreak. Omission of requested information may be a cause to reject application.

Project Purpose: Please describe the emergent problem due to COVID-19 that the project will address. Please explain how the project will specifically address the issue, comply with the CARES Act and how it relates to at least one of the eligible activities provided in the question below.

Total CDBG-CV Funding Requested

Total Cost to Complete Project

Anticipated Start Date:

Anticipated End Date:

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

Type of Agency (For-Profit entities are not eligible)

Date of Incorporation

Annual Operating Budget

Number of Paid Staff

Number of Volunteers

Agency Mission Statement:

Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.) List projects of similar size and type that your organization has completed.

Will the services offered by your organization increase or expand as a result of CDBG-CV assistance? If YES, please answer the following two questions.

What other funding and resources is your organization receiving to respond to COVID-19, if any?

PROJECT NEED (15 points)

Congress established by **Community Development Block Grant** in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low- and moderate-income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low - and moderate -income persons
- Addresses an urgent need or problem in the community (e.g., natural disaster)

Impact of Requested Funding: Choose one of the following statements which best represents the impact of the requested funds, based on current economic situation with COVID-19 and the increase in service demands on your organization:

How do you ensure client safety? (Describe any training or certifications that you require) NOTE: One of the CDBG-CV requirements is for CDBG-CV recipient agencies to adopt the implement the local Emergency Pandemic Plan or similar plan as an agency policy. The adoption of the policies is not required at the time of application, but these agencies must plan to implement and document at the time a CDBG-CV agreement is presented.

PROJECT DETAILS/DESCRIPTION (25 points)

If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group.

Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

TOTAL Number of Persons or Households (regardless of income)

Check box if project serves households or individual persons

Number

Of the total number of persons or households entered above, how many will be low-income: (earning 51% - 80% or less of the City median-income)

Check box if project serves households or individual persons

Number

Of the total number of persons or households entered above, how many will be very low-income: (earning 50% or less of the City median-income)

Check box if project serves households or individual persons

Number

The proposed activity is:

Was this activity in operation on or before March 27, 2020?

BENEFICIARY DATA TRACKING (15 points)

Organizations will be asked to provide detailed beneficiary data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

How do you document and maintain income status of each client in compliance with HUD regulations?

Example: very low ($\leq 50\%$ AMI) and low ($\leq 80\%$ AMI) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

How do you plan to collect demographic data on the beneficiaries of the proposed project or program?

Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

PROJECT FEASIBILITY (20 points)

How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available?

Has your agency and/or program been awarded or do you anticipate being awarded other funds related to COVID-19 and/or CARES Act? If so, explain below.

Please explain here

Does the program wish to be reimbursed for activities already taken place but are related to the COVID-19 response (ex. Equipment that has already been purchased, meals that have already been provided, etc.)? Please explain and verify be prepared to provide supporting documentation, e.g., receipts, or other documents for expenses directly related to COVID-19.

Will CDBG-CV funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

(1) Source

(1) Amount

(2) Source

(2) Amount

(3) Source

(3) Amount

(4) Source

(4) Amount

TOTAL

0

Please attach a timeline of expenditures under CDBG-CV.

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a CDBG-CV Contract or grant by City for the provision of services shall be required to certify to the City that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements

Affirmative Marketing

Quarterly and annual reports shall be submitted by the project/program manager to the City for CDBG-CV funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.

Initials**Americans with Disabilities Act**

Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.

Initials**Audits**

Agrees to have an annual audit conducted in accordance with current City policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current City policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.

Initials**Civil Rights Act**

Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

Initials**Conflict of Interest**

(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-CV assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-CV assisted activity, either for

themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency

Initials

Debarment Status of Contractors

Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency.

Note: Your agency must be registered with the U.S. General Services Administration’s System for Award Management (SAM) at SAM.gov website prior to the award of funds. To register to www.SAM.gov and create an account by clicking the “Create User Account.” The City must follow-up and document your “Active” status prior to award or execution of agreement.

Initials

Drug-Free Workplace

Certify that it will provide a drug-free workplace.

Initials

Financial Management

Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

Initials

Financial Management

Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), “Cost Principles for Non-Profit Organizations,” or 2 CFR 225, “Cost Principles for State and Local Governments,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

Initials**Financial Management**

Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.

Initials**Liability**

The City requires all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.

Initials**Lobbying Activities**

Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

Initials**Lobbying Disclosure**

The undersigned certifies to the best of his or her knowledge and belief, that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan,

or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.

C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Initials

Mandatory Disclosure

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338

(Remedies for

Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321).

Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the City.

Initials

Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting

Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to the City at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG-CV funds with contracts of \$10,000 or greater, in a format that will be provided by the City.

Initials**Religious Activities**

Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

Initials**Section 504**

Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.

File Upload - Agency Budget**Initials****Date**